



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

Work Session of Town Council
Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896

Work Session Council Meeting: August 1, 2018

MINUTES

Call to Order: Mayor Kacky Chantry called the meeting to order at 6:06 PM. Present were Councilmembers Jane McClintock, Stephen Paczkowski, Phil Schulp, Hans Wegner and Joanna Welch. Also present were Town Manager Gene Swearingen, Town staff person Elizabeth Henley and approximately 30 residents.

Opening Remarks: Mayor Kacky read opening remarks.

Council Liaison Assignments and Areas of Responsibility (updated list is attached): Council members reaffirmed many of their current areas of responsibility and made the following changes:

- Councilmember Wegner requested to be involved with the SRTS implementation and will be the lead on a new Storm Water Task Force (ad hoc) to address emergencies and emerging issues.
- Councilmember McClintock requested not to be involved with GPCAN.
- Councilmember Welch requested not to be the liaison to the Archives Advisory Committee liaison nor to the Land Use Advisory Committee.
- Councilmember Paczkowski requested to be part of the Storm Water Task Force but not "lead" and to be involved with the SRTS project and other sidewalks.
- Councilmember Schulp requested to be the new liaison to the Archives Committee, to re-examine the Penn Place parking and traffic flow, and to be the lead for the new Traffic and Parking Advisory Committee.
- Proposed New Town Advisory Committees to the Mayor:
 - o Communication and Social Media Advisory Committee: Need volunteers to lead and be members of the Committee.
 - o Storm Water Task Force (ad hoc) – Councilmember Wegner is lead.
 - o Traffic and Parking Advisory Committee – Councilmember Schulp is lead.

Town Manager Transition Group: Mayor Kacky proposed a temporary Transition Group (ad hoc) to help prepare for the transition between incoming and retiring Town Manager. Mayor Kacky will look for volunteer members to establish an ad hoc committee for this purpose.

First Year Goals and Objectives of Mayor and Council: Councilmember Wegner suggested postponing this and instead asking each council member to create their own list. Also, it is important to establish a better understanding of the roles of the Mayor, Town Council and Town Manager, especially with the prospect of a new Town Manager.

Council Meeting Agenda Development and Process: On the Wednesday prior to the Town Council Meeting, Mayor Kacky would like the agenda and packages to be distributed to Council and for the agenda to be posted on the website and in the post office. The Town Manager will send a draft agenda to council members on the Wednesday of the week before. Councilmember McClintock requested a commitment going forward that when a Town Council meeting is scheduled, it will not be cancelled. Council and residents asked that any intended resolutions, even if draft, be distributed well in advance of the Town Council Meetings. Since a resident's concern or question might be addressed during a Town Council Meeting, it was suggested that residents' presentations be placed at the end of the agenda.

Update on Safe Routes to School (SRTS) Project:

- SRTS budget – Mayor Kacky presented an overview of the estimated cost of the SRTS project (approximate range of \$800K to \$1M) and the estimated shortfall of the grant funds. Mayor Kacky introduced different cost options for the Council to consider. SHA indicated they might be able to cover the shortfall with an 80:20 split-shared funding.
- Councilmember McClintock requested Council “voice vote” approval for the following:
 1. That there be no changes to the material used or to any alignment of the SRTS sidewalks.
 2. That Mayor Kacky, Councilmember Wegner, Councilmember Paczkowski and Town (contract) engineer Jason Azar from Clark/Azar meet with former Mayor Peter Benjamin to have him explain his cost estimates for SRTS project.
 3. That Councilmember Wegner and Paczkowski be included in any calls, meetings, etc. related to SRTS.
 4. That the Council receive weekly updates on the SRTS project.

The Council approved these four items unanimously.

- FHWA Sec 106 review – Mayor Kacky said Federal officials were finishing their reviews of the comments and complaints of the Consulting Parties. They wanted to hear about the Council's decision on any changes or accommodations to the project before issuing their determination.
- Next steps – Mayor Kacky anticipates the determination of the Sec 106 review to be released in the next week. Mayor Kacky indicated that the bid package (plans specs and estimates) was close to being finished although there is some paperwork still to complete and cost estimates to refine. Once the bid package is submitted for final technical review and approval, there will be discussions with SHA about funding options. Once these steps have been completed, SHA is expected to approve the solicitation for sealed bids.

Adjournment: Mayor Kacky adjourned the meeting at 9:47 PM

Respectfully submitted,



Andrea Fox, Clerk-Treasurer*



*Signing for Gene Swearingen, who was Clerk-Treasurer during the August 1, 2018 Town Council meeting.